



2025-2026 Home Education (Traditional) Reimbursement Guidelines

How to Submit Expenses for Reimbursement:

Option 1 (preferred option): Submit itemized receipts online using the Home Education Reimbursement Form in **School Engage**. Click [HERE](#) to log in to your PowerSchool Parent Portal account to access School Engage. To access the online reimbursement how-to guide [click here](#)

Option 2: Attach your **original itemized** receipts in the same order as they appear on the reimbursement form, and then **MAIL** to our Okotoks office. **Original itemized** receipts are required except for warranty items, in which case a photocopy can be accepted.

Please use The CFL@HOME REIMBURSEMENT FORM found [here](#)

(Only one line per receipt is required on the form. You are not required to list each item on the receipt. You do not have to separate expenses by student.)

*Reimbursement Forms for the current school year will be accepted after September 30th.
If you have any questions regarding either of these processes, please contact your Family Service Coordinator.
Submission of expenses will be reviewed, and approved items will be reimbursed with available funding.*

We cannot accept reimbursement forms or receipts by email or fax. This is not a secure method.

Direct deposit is faster, more secure, convenient, and reliable. To expedite payment of your reimbursement, please sign up for direct deposit by attaching a void cheque to your reimbursement.

THERE WILL BE 5 REIMBURSEMENTS WITHIN THE SCHOOL YEAR:

Reimbursement form & itemized receipts must be received in The CFL@HOME <u>Okotoks</u> office or uploaded into School Engage by:	Reimbursement Date:
Sunday, November 2, 2025	November 28, 2025
Sunday, January 4, 2026	January 30, 2026
Sunday, March 1, 2026	March 31, 2026
Sunday, May 3, 2026	May 29, 2026
Sunday, June 7, 2026	June 30, 2026



Christ the Redeemer Catholic Schools

The Centre for Learning@HOME

Box 137, Okotoks, AB T1S 1A4 Phone: (403) 938-4119 ~ 1-800-659-1945

www.centreforlearning.ca Finance email: cfl-finance@redeemer.ab.ca

Guidelines for Reimbursement:

Reimbursements are approved as per Alberta Education's "**STANDARDS FOR HOME EDUCATION REIMBURSEMENT**". This document is available on the Alberta Education website:

<https://www.alberta.ca/home-education.aspx>

"Alberta Education strongly encourages supervising school boards and private schools to emphasize to parents the importance of student program development. As reimbursement of funding is closely tied to the student program, the details of that program must be developed in compliance with the regulation. For those home education programs not following the Alberta Programs of Study, the written description of the program must include:

- *Activities with an explanation of how those activities will enable the student to achieve the outcomes appropriate to the home education program;*
- *Instructional methods and resources;*
- *The means of evaluating student progress; and*
- *The name of the person instructing the home education program if not the parent."*

All items reimbursed must be directly related to the student's home education program plan (HEPP). As per Alberta Education Standards, it is important that curriculum and program related items that are being reimbursed for be listed on the HEPP. If the student's existing HEPP does *not* include the topic of study or the materials being reimbursed, please update the student's HEPP in School Engage **BEFORE** submitting the reimbursement claim.

As per the Alberta Education Funding Manual, parents who submit receipts for at least 75% of eligible expenses will receive the entire \$901.00.

The Centre for Learning@HOME is subject to Alberta Education authority in all matters of reimbursement. If you have any questions regarding which expenses are reimbursable, we encourage you to refer to the Alberta Education Standards for Home Education Reimbursement or to contact your Family Service Coordinator **before** making your purchase and/or submitting your claim.

Please Note: Christ the Redeemer Catholic Schools follow the Alberta Education *Safety Guidelines for Physical Activity in Alberta Schools*. Activities deemed prohibited by these guidelines and by Christ the Redeemer Catholic Schools will not be reimbursed. If you have any questions regarding this, please contact your Family Service Coordinator.

Information provided in these guidelines is based on Alberta Education regulations and reimbursement policies at the time of publication. The Centre for Learning@HOME reserves the right to make changes to its programs and guidelines. The Centre for Learning@HOME reserves the right to request all items purchased be returned to the school.

Example of how receipts submitted for reimbursement match HEPP:

Home Education Program Plan lists curriculum/materials being used

Social Studies	CBC'S Canada a Peoples History dvds.. Songs about Canada. (internet). Books; All About Canada and Canadian Government. Canada Map books 1&2. Discovering Canada Series - Set of 11 Books: The Vikings; The Fur Traders; New France; The Defenders; The Railways; The Loyal Refugees; Black Heritage; The Great War; The Mounties; Native Peoples;The Rebels. Canada Map Books -My Very First Primary Map Book; Map Book 1, 2, 3, 4, 5, & 6	☒ as per Scope & Sequence (learning outcomes covered by chosen curriculum) ☐ as indicated on the learning outcomes sheet, Alberta Regulation 145/2006
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Itemized receipt matches Home Education Program Plan

Item	Inv'd	Description
HR287	1	Discovering Canada Series - Set of 11 Books: - The Vikings - The Fur Traders - New France - The Defenders - The Railways - The Loyal Refugees - Black Heritage - The Great War - The Mounties - Native Peoples - The Rebels
GR093	1	Canada Map Books Set: - My Very First Primary Map Book - Map Book 1 - Map Book 2 - Map Book 3 - Map Book 4 - Map Book 5 - Map Book 6

Examples of Receipt Requirements:

Examples of the information required on a receipt:

Diagram illustrating the required information on a receipt:

- Seller's Information:** The Centre for Learning @ Home, P.O. Box 137, Calgary, AB, T1S 1A4
- Buyer's Name:** PARENT X
- Date:** JUNE 1, 2014
- Amount:** \$50.00
- Details regarding what was purchased:** 123 MAIN ST., CURTOWN, Lethbridge, FOR CLEVENT - swimming field trip (JOHNNY)
- Proof of Payment:** CASH 50, TOTAL AMOUNT 50, AMOUNT PAID 50, BALANCE DUE 0
- Signature of Seller:** M. M. M. M. M.

Example of an itemized/detailed receipt:

Itemizes/lists what the charge is composed of

STAPLES Canada
Store # 118
501 1st Avenue South
Lethbridge, AB T1J4J9
403-317-4530

Sale 00093 2 004 19335
0118 08/19/14 12:13

AIR MILES Number : *****1078

9999999

1	36x48 Cork Board	45.19G
1	011309	
1	OB ELEC PENCIL SHR	36.99G
1	718103163422	
1	HP PAPER REAM	4.99G
1	764025930000	
1	REFILL PAPER	3.31G
1	718103038324	
1	STAPLES PAPER REAM	5.64G
1	718103102940	
Subtotal		96.12
GST 5.00%		4.84
Total		\$100.93
Visa		100.93

Frequently Asked Questions

How do I know how much I can submit for reimbursement?

Students registered in a 100% home education (traditional) program are eligible to receive up to \$901.00 in funding. Kindergarten students are eligible for \$450.50 in funding.

How do I claim foreign currency purchases?

If you wish to claim the Canadian dollar amount paid for foreign currency purchases, such as US dollars, please include a copy of the portion of the credit card or bank statement showing the exchange rate used at the time of processing. If cash was paid, you must look up the exchange rate on the date of the purchase from a reputable website, such as Bank of Canada, print the exchange rate information, and attach it to the original receipt before mailing.

When will I get my reimbursement?

Please see the chart on page 1 of this document. There are 6 reimbursements per school year. Reimbursement form(s) with itemized receipts submitted through School Engage will be reviewed and approved items will be reimbursed provided there is an available balance remaining in the family reimbursement account.

Why should I keep copies of my receipts?

Reimbursement form(s) and receipts have been known to get lost or damaged in the mail. We highly recommend keeping copies of all your documents in case a situation such as this arises. This also assists you in keeping track of your expenses.

Why should I keep my original receipts if I have submitted them in School Engage?

If you claim home education expenses with your annual income tax return, Revenue Canada will require you to keep receipts. If you have questions regarding this, you should contact Revenue Canada directly. We highly recommend keeping copies of all your documents in case of technical errors with the online system. This also assists you in keeping track of your expenses.

What is the difference between an invoice and a receipt?

An invoice is a request for payment, a receipt is proof of payment. **Proof of payment is required in order to receive reimbursement.** We cannot reimburse for post-dated cheques, statements, packing slips, or invoices that do not indicate payment has been received by the vendor.

Why do I need to complete a reimbursement form and where can I find it?

The reimbursement form provides us with your family contact information, along with a list of your submitted receipts, and the courses they relate to. Sometimes families only want to claim a portion of a receipt; the reimbursement form is required so we know how much you wish to claim. It is also to assist you in keeping track of your expenses. Please refer to the top of page 1 to find information on where to find online submission instructions.